

**FB18-125 BID SPECIFICATION SHEET**

**FOR CUSTOMIZED GARDEN FLAG MAILER**

**Scope of Work:**

MWSU would like to purchase Garden Flag w/ Insert Card and Fulfillment and Distribution

**Timeline of Project:**

* MWSU would like to have these distributed (mailed) two different dates. The initial distribution will be June 28, 2018 and the second distribution will be July 21, 2018**.**  The distribution size will be determined by the number of students who attend orientation in June (Over 500) and then again in July (Under 500).

**Bid Specification:**

Design a custom Garden Flag:

* Polyester flag. 14" x 22”
* Includes the same 2-spot color imprint on both sides : Have to match PMS 123 coated or PMS 109 uncoated and Black (<https://www.missouriwestern.edu/cps/wp-content/uploads/sites/215/2014/03/GraphicStandards.pdf>)
* Folded size: approximately 6.5" x 10"
* 5" x 7" insert card with CMYK imprint on each side
* Includes distribution and mailing
* Includes CMYK imprint on mailing label
* Include clear mailing envelope at no additional cost
* Remaining Flags not distributed on June 28 and July 21 will be shipped to Admissions at MWSU

**Distributing/Mailing Specification:**

The distributing/mailing process shall take advantage of all available sorting, coding, bar coding and bundling operations permitted by the U.S. Postal Service to reduce the cost of mailing. The distributing/mailing process shall include an address correction procedure equivalent to that available through the National Change of Address (NCOA) program and CASS (Coding Accuracy Support System) verification, to reduce the number of incorrect addresses to which pieces are sent. The vendor will also provide Missouri Western State University with the addresses removed during the distributing/mailing procedure and will report the updated number of pieces prior to distributing/mailing.

**Bid Submission Requirements:**

**Sealed bids must be submitted to the Purchasing Office by 2:00 p.m. Central Time on May 29, 2018 in Popplewell Hall, Room 221, 4525 Downs Drive, St. Joseph, MO 64507. Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids.

Return the pricing sheet (page 3) with your bid. Shipping costs must be included in the pricing and not as separate line item. Pricing must be FOB Missouri Western State University.

Include W-9 as well as any addendum(s) with your initials with your pricing sheet.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, purchase@missouriwestern.edu

 

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Flag Price per Each Bid Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (following specs above, including any shipping costs)

Distributing Cost total for both dates Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_